

ELLIS COUNTY FIRE SAFETY INSPECTOR (on-call/as needed)

Reports to: Ellis County Fire Marshal

HOURS: Various Shifts / Flexible / Possible Weekends & Holidays

SALARY: Commensurate with Experience

Summary

Under direction of the Ellis County Fire Marshal, the Fire Inspector performs advanced level protective service work in fire prevention, fire safety inspection, code enforcement. This position is responsible for highly complex, more sensitive matters and serves as an expert in area(s) of specialty. Conducts fire and life safety inspections to ensure buildings and facilities are in compliance with fire codes.

Responsibilities

- Assists in planning, organizing, and coordinating the operations of the Fire Marshal's Office to ensure implementation of the department's vision and mission;
- Prepares reports, conducts plan reviews and inspection reports; reviews applications for permits and licenses;
- Assists inspectors and code enforcement officers in code related matters; provides technical assistance concerning code and interpretation of codes;
- Conducts complex fire safety inspections of schools, public and private health care facilities, businesses and occupancies for compliance with fire safety codes; prepares written reports citing violations of code, nature of violations and explaining actions to be taken to correct violations; conducts follow-up inspections to determine if corrective actions have been taken;
- Establishes and maintains effective working relationships with County Departments, local, state and federal agencies and other groups in relation to fire regulations and code enforcement;
- Maintains a variety of files and records and prepare detailed narrative and statistical reports;
- Conducts fire prevention presentations and informational speeches before public groups;
- Responds to public inquiries concerning code requirements; research codes and provide technical information; advise businesses and individuals on code requirements and answer citizen complaints;
- Performs related duties as assigned.

Required Knowledge

- Knowledge of related Federal, State, Local, and County regulations, policies, and procedures.
- Knowledge of fire prevention and inspection methods and techniques;
- Knowledge of 2009 International Fire Code & Life Safety Code;
- Knowledge of fire science;
- Knowledge of emergency planning and preparedness;

Required Skill

- Skill in interpreting and applying related laws, ordinances, rules, regulations, policies and procedures;
- Skill in interacting with people at all levels of the organization;
- Skill in conducting fire and life safety inspections;
- Skill in conducting research and analysis, and in preparing and presenting technical data, information, and reports;
- Skill in problem solving and decision making;
- Skill to communicate clearly and concisely, both orally and in writing, with citizens.

Education and/or Experience

- Two (2) years of fire code Inspection experience.
- Associate Degree in Fire Science or Criminal Justice is preferred.
- High school graduate or equivalent, required.

Other Qualifications, Certificates, Licenses, Registrations

- Certified by the Texas Commission on Fire Protection (“TCFP”), as a Fire Inspector.
- Valid Class C Texas Drivers License.
- Previously trained in NIMS (IS-700, 800, 100, 200, 300, and 400) is preferred.

Guidelines

The Fire Inspector uses judgment in interpreting and adapting guidelines such as Ellis County and Fire Marshal’s policies, local, state and federal regulations, established precedents, and work directions. This employee uses these guidelines for application to specific cases and problems. The Fire Inspector must interpret intent and develop applications to certain areas. This position must establish and maintain effective working relationships with departmental clientele, outside agencies, other county staff and officials, and the general public. This position must have a strong work ethic. The Fire Inspector must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude. Employee must be available to communicate with others while conducting their job.

Emotional Demands

This position must be able to handle stressful situations. Interacts with some argumentative or emotional contacts within the general public.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the incumbent is regularly required to:

- Stand for long periods of time.
- Use hands and fingers to handle or feel.
- Reach with hands and arms.
- Climb or balance.
- Stoop, kneel, crouch, or crawl.
- Push and pull.
- Bend and twist.
- Taste and use acute sense of smell.

- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Talk.
- Hear.
- Required on rare occasions to lift, carry, and move objects weighing up to 150 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent regularly works outdoors, around fire damaged buildings, and in all weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes, flames or airborne particles; toxic or caustic chemicals; extreme cold and heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment may be loud. The incumbent may be exposed to unsound structures and hazardous debris.

To apply for this position submit an Ellis County Employment Application to

ELLIS COUNTY HUMAN RESOURCES

101 W MAIN ST WAXAHACHIE, TX 75165

Applications may be downloaded from [this website](#)

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